27 February 1952

MEMORANDUM

TO   : Chief, AS-S

FROM   : Chairman, Covert Coordination Committee

SUBJECT: Security Considerations for CCC Meetings

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1. At several recent meetings of the Covert Coordination Committee, I have noted that there is a (thorough) misunderstanding among case officers and other operation division representatives as to the security standards governing such meetings. In the belief that this condition is one for which the permanent Committee constituents are responsible, I believe it is imperative to clarify certain of these apparent misunderstandings.

2. During the conduct of the meetings case officers frequently have volunteered certain sensitive information in the belief that the Committee needs to know this information in order to give proper consideration to the Administrative Plan under review. Such information as the true names of agents, the correct identification of cities, addresses and other data pinpointing the precise area of operations and the identity of movements or groups through which the operation is being conducted -- all of this, is information which the Committee does not and should not ordinarily require for the exercise of its function. Instead, the use of pseudonyms, cryptonyms and general descriptions is, in virtually every instance, sufficient to provide the Committee with the background which is essential to its task.

3. Furthermore, in the presentation of background statements to the Committee, setting forth the objectives, instrumentalities and administrative support requirements of the project, the ordinary rules of sterilization should be observed. Particularly, the necessity for classification of this statement as Top Secret almost always can be avoided through judicious treatment of the subject matter.

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4. There has been objection in some instances in the past to
the submission of a project to the CCC procedure on the ground that
the procedure exposes the sensitive details of the project through
unnecessary dissemination. This objection is invalid for two reasons.
The first is that, in the majority of cases, sensitive information need
not be disseminated. The fault lies in the manner or form in which
the information is provided, not in the procedure itself. The second
is that there is a misunderstanding as to how the CCC processing works
in practice. In the first instance, if care is taken to follow the stan-
dards implied in paragraphs 2 and 3 above, there will, in the majority
of cases, be no sensitive information to be disseminated. In the second
instance, when knowledge of sensitive information is necessary for
action by the CCC, a procedure has been established which will ensure
dissemination on a rigidly controlled need to know basis. In accordance
with paragraph 9.4 of the Confidential Funds Regulations the quorum
for the CCC is limited to the Chairman, the Comptroller, the General
Counsel, and the Chief, Administrative Staff - Special. Where in
the opinion of the division chief the project is exceptionally sensitive,
or where knowledge of sensitive material by members of the CCC is
required, the Chief, Administrative Staff - Special will coordinate
personally with each of the other officials named above, handling
the necessary documents on a hand-carry basis. Subsequently,
the CCC findings in thoroughly sterilized form will be disseminated
to the working representatives of these officials only. This procedure
has been employed in several instances already, with results entirely
satisfactory to operations officials. The only alternative to CCC
consideration is to obtain special authorization from the DCI to
waive the application of the CCC procedure. Certainly, such alterna-
tive should be used only in a case of extreme sensitivity on a project
in which the DCI has personal knowledge and interest.

5. Should you desire further clarification or explanation
of any of the above ideas, please do not hesitate to inquire with
the Secretariat Unit of the Administrative Staff - Special, ███████STATINTL
or myself.

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███████████
Chairman, CCC

FWR:rmg